

Placer County Superior Court Human Resources

Typing Certificate Information and Requirements

The Placer Superior Court will accept typing certificates from bona fide agencies such as adult schools, employment agencies and career training programs. The typing certificate requirements are:

- Signature of tester,
- Printed on agency letterhead,
- Net words per minute (Gross minus the # of mistakes equals net words per minute),
- Date test was administered (Job announcement will indicate date range for acceptance),
- Number of errors.

Typing certificates may be obtained at the following local employment agencies and career centers at no cost or for a minimal fee. Applicants are not limited to the agencies listed below.

AppleOne

3300 Douglas Blvd. #170
Roseville, CA 95661
916-782-0632
Call for Appointment
Testing Hours: Monday – Friday: 7:30 am – 5:30 pm
*By appointment is best - \$15 cash only

Roseville Adult School (Adelante)

350 Atlantic Street
Roseville, CA 95678
916-782-3952
Testing Hours:
Tuesday and Thursday 5:00 – 6:00 pm
No Fee

Express Personnel

5701 Lone Tree Blvd. Suite 302
Rocklin, CA 95765
916.781.0177
No Appointment Necessary
Hours: 8:00 am – 12:00 pm or 1:00 pm – 4:00 pm
Cost:\$10.00

AppleOne / Act-1

8880 Cal Centre Dr., Suite 100
Sacramento, CA 95826
916-483-9180
Testing Hours:
Monday – Friday 9:00 am – 4:00 pm
By Appointment Only - \$20 cash only

Placer School for Adults

1919 Grass Valley Hwy Ste.100
Auburn, CA 95603
530-885-8585
Testing Hours:
Monday - Friday 9:00 am – 3:00 pm
No Fee

Crossroads Job Center

7011 Sylvan Road, Suite A
Citrus Heights, CA 95610
916-676-2540
Testing Hours: M/W/TH 8:30 a.m. – 4:30 p.m.
Tuesday: 8:30 a.m. – 6:00 p.m.
Friday: 8:30 a.m. – 2:00 p.m.
No Fee *must be registered in CalJobs

Certificates can be submitted via:

Your application on <https://www.governmentjobs.com/careers/placercourts>

Fax: 916-408-6261

USPS: Placer County Superior Court

Attn: Human Resources, PO Box 619072, Roseville, CA 95661

Email: hr@placer.courts.ca.gov